

provisional position, then states that she has been performing those duties for three years. In a supplement to her appeal, she maintains that she has been cross-trained, and that some duties were out-of-title work. She argues that she is able to perform the duties of the subject title, and provides a copy of her certification as a Qualified Purchasing Agent from the Department of Community Affairs. She states that she met the experience requirement to take the examination for Qualified Purchasing Agent, which was two years of full-time governmental experience performing duties related to those of public procurement. She adds that as a Keyboarding Clerk 1 and 2 (from July 2002 to December 2012), she prepared and processed over 800 requisitions and purchase orders for payroll, bills, and expenses related to “the UEZ grant.” As a Senior Account Clerk, she assisted with accounts/payable, filling in when another clerk was on leave. She also ordered all office supplies, and stocked the supply room. She states that she has been reviewing and approving requisitions daily since January 2017, when she was provisionally appointed to the subject title.

In support of the appeal, the Purchasing Agent indicates that the appellant was cross-trained to handle the duties of the Finance and Purchasing Department, and has been handling purchasing functions since 2007 (when she was a Senior Clerk Typist and a Senior Account Clerk), including obtaining quotes and issuing purchase orders. The Chief Financial Officer states that the appellant is knowledgeable in purchasing and the use of the financial system, and has been “performing this function” since 2012, including processing requisitions and getting quotes.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Agency Services correctly determined that the appellant did not possess the required experience. However, there were no admitted applicants and the Chief Financial Officer supports the appeal. Applicants for this examination needed three years of experience in the preparation and processing of requisitions and/or in the purchase of equipment, materials and/or supplies. The appellant clearly met this experience requirement in her provisional title. According to her application, the appellant has performed required duties since 2012 while serving

as a Senior Account Clerk. Moreover, and she is certified as a Qualified Purchasing Agent. The Commission finds that the totality of her experience back to 2012 is acceptable to meet the requirements for the subject examination. It is noted that this remedy is limited to the circumstances of this matter and does not set a precedent in any other matter.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 23rd DAY OF MAY, 2018



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